

Resume to Riches

Growing Your Future with Scholarship Success

A resume is a concise, informative summary of your abilities, education, and experience. It should highlight your strongest assets and skills that set you apart from other scholarship applicants. Tailor your resume to the type of scholarship that you are seeking. That doesn't mean that all of your experiences must relate directly, but your resume should reflect the values of the Kansas 4-H Scholarship Program.



Align Your Application with the Evaluation Criteria

When applying for a job, you study the job description and adjust your resume accordingly. Treat your scholarship application the same way. Review the scoring materials used by evaluators and tailor your resume and cover letter to match what they're looking for. Access the evaluation tools using the QR code.



Prove it with Impact

When you list your experiences, don't stop at saying what you did - show the impact you made (using action words). Instead of describing tasks, explain how your actions helped a team, advanced a project, solved a problem, or improved an event. Sharing the results of your involvement helps evaluators understand your leadership, your initiative, and the real difference you made.



Clear. Concise. Nailed It!

When you're writing your scholarship materials, keep your answers simple, organized, and easy to follow. Use short sentences, strong verbs, and clean formatting so the reviewer can quickly understand who you are and what you've accomplished. The clearer and more concise you are, the stronger your application will stand out.



Write to Express, Not Impress

Your application should sound like you. Focus on clearly and honestly explaining your experiences. The evaluators want to understand your story, your impact, and your goals. When you express yourself authentically, your application will feel stronger, more genuine, and easier to connect with.

Do Not:

Use Abbreviations

Evaluators may not know or understand what different abbreviations stand for. Make sure to write out all abbreviations to avoid frustration or confusion.

Use a Photo

Photos can create unnecessary bias to your evaluator. If a photo is included, it will be redacted (blacked out). Use this space to highlight more of your qualifications

List References

There is a separate place on the online application to include references. Use this space on your resume to talk about you!

Use Passive Language

Action words makes your resume powerful and impactful. Action words are persuasive and demonstrate your actions and abilities

Procrastinate

Give yourself ample time to submit your scholarship application. Waiting until the last minute can lead to unnecessary stress or technical issues that could delay or even prevent you from submitting.

Skip Spell Check

Always run spell check before submitting your resume. Small mistakes can make your application look rushed or careless.

If you have additional questions, reach out to:

Sarah Keatley, Scholarship Coordinator

keatley@ksu.edu

620.366.0035